

# The Meadows of Melody Ranch ISD

Quarterly Board of Director's Meeting

Monday, December 12, 2022

3:00pm MST

Grand Teton Property Management Office

## Minutes

Call to order: 3:04pm

<b>Attendance:</b>	<b>Bob Hammond- President</b>	<b>Matt Ostdiek- Rendezvous Eng.</b>
	<b>Kent Van Riper- VP</b>	<b>Deb Lutz- GTPM</b>
	<b>Jim Hammerel- Treasurer</b>	<b>Charley Boyton- GTMP</b>
	<b>Robert Wikoff- Board Member</b>	<b>Rich Bloom</b>
	<b>Justin Daraie- Board Member</b>	

Approval of the agenda: **Jim Hammerel- Move to approve, Rich Bloom 2<sup>nd</sup>. Motion passes unanimously.**

Approval of the Minutes: September 7, 2022  
October 17, 2022

**Rich Bloom- Move to approve both the September 7<sup>th</sup> and the October 17<sup>th</sup> minutes, Robert Wikoff 2<sup>nd</sup>. Motion passes unanimously**

Election of Officers:

1. President

**Bob Hammond Nominated by Kent Van Riper, Jim Hammerel 2<sup>nd</sup> - Bob Hammond accepts. Motion passes unanimously**

2. Vice President

**Kent Van Riper volunteered for Vice President, Jim Hammerel 2<sup>nd</sup>. Motion passes unanimously**

3. Treasurer

**Rich Bloom nominated Jim Hammerel, Robert Wikoff 2<sup>nd</sup>. Motion passes unanimously**

4. Matt Ostdiek- ACTION ITEMS

a. Water System

i. 25 Curbstops - No progress to report

- Water Valve Repairs - Westwood Curtis (WWC) punch list items completed.

- Need to close out DEQ Discharge permit

ii. 4195 Kestrel Lane WWC repaired and cleaned out curbstop.

iii. Generator maintenance contract – Water system generator maintenance scheduled for week of December 19<sup>th</sup>.

iv. Water Valves – WWC cleaned soil and debris from approx. 12 water main valve boxes.

b. Sewer System

i. 1329 Melody Creek Lane – WWC Sewer Service repaired by WWC.

- ii. With excessive flow discovered (Water/Sewer Rules 3.9)
      - 1. Homeowner decided not to pursue subsequent request to ISD to pay the entire repair cost since the damage was only in the section of old existing pipe stubbled into his lot. Homeowner video identified the service line connection 70 ft from house. The leak is 75 ft from house in old sewer pipe, 25 ft from manhole connection.
- c. Exploratory Test Well
  - i. Need to close out DEQ Discharge Permit
    - 1. Bob Hammond signed affidavit that all bills have been paid.
  - ii. Close out WWDO Groundwater Exploratory Grant Project
- d. Water system Improvement Project
  - 1. WY office of State Lands and Investments (OSLI)- American Recovery Plan Act (ARPA) Water and Sewer grant paperwork status.
    - a. Grant has been awarded to Melody Ranch ISD
  - 2. Wyoming Water Development Office (WWDO) approved the Contract amendment status.
    - a. Contract has been extended to 2024 and WWDO should be sending the grant amendment for execution.
  - 3. Design and construction schedule.
    - a. Target is to begin design work upon authorization from OSLI and WWDO. Targeting spring 2023 to complete design and begin construction bid process.
- e. Water System
  - i. Booster pump #4 (50HP) shaft seal, spraying a little oil, currently not maintaining pressure – Repair considerations?
  - ii. Water valves exercising completed. Curbstop exercising remains to be completed.
- f. Sewer System
  - i. Sewer Lift Station flows currently 10,000 gallon per day (gpd), down from 60,000 to 80,000 (gpd) summer peak. Last winter flows were 12,000 gpd.
  - ii. Sewer video reviews No progress to report
  - iii. Manhole inspections No progress to report
- g. LVE- Connection to Town via Melody Ranch
  - i. Matt Ostdiek to do exhibit for Lift Station Easement.

New Business: Jim Hammerel

- 1. Reserve account investments
  - a. Put some of our reserves into a CD/ Investment account to generate nominal interest.
    - i. Jim Hammerel to reach out to First Interstate Bank to discuss moving forward with CD investments.
- 2. SOP/ documentation archive system
  - a. Jim Hammerel- Free “Notion” program to file historical information for an archive that each board member and whomever we decide to invite can access.
    - i. Jim to invite board members to what he has started in “Notion”.
- 3. Rich Bloom appointment

- a. Melody Ranch ISD board will continue to keep Rich Bloom in the loop of business for his comment and historical knowledge of ongoing projects and future development.

Misc. Items

1. Deb Lutz/ GTPM- ACTION ITEMS

- a. 89, LLC
  - i. Sewer connection request- see attached
    1. Jim Hammerel- We need to develop a policy that to follow for anyone that may contact us to connect to our water/ sewer. This may become a common issue as development spreads south.
    2. Bob Hammond to create an email response to 89, LLC and Bob Kilmain on their sewer connection request.
- b. Election of board seats.
  - i. Congratulations to Jim Hammerel and Kent Van Riper for their re-election for another four years on our board
  - ii. Congratulations to Justin Daraie- Newly elected board member for a four-year term on our board.
    1. Elected Board Members to signed the "Oath of Office"
- c. By-Law updates
  - i. Nicole Krieger suggests that we review our current by-laws and make appropriate changes where needed.
- d. Tree Trimming
  - i. 4140 Sandy Creek Ln
  - ii. 4175 Sandy Creek Ln
    1. Above homeowners are asking the Board to waive the "tree trimming \$100 fee" as they trimmed their trees back in the time allowed before the ISD hired it done.
      - a. Kent Van Riper to draft an SOP for future tree trimming process.

**Board unanimously waives the fee for the two homeowners above.**
- e. Statement Fees
  - i. We mail out 100 paper statements each month
    1. Costs the ISD approx. \$102 each month
    2. Propose a possible \$3.00 statement fee
      - a. \$3.00 may be excessive and \$1.00 may be a better fee. This is to incentivize homeowners to sign up for email statements.
      - b. Board suggests that we be consistent with the HOA and ask their opinion on this subject.
  - ii. Email update
    1. Debbie to work on getting updated email for all homeowners so everyone can get emergency notifications.

Set Next meeting date: January 18,2023- 3pm at Grand Teton Property Management office

Adjourn: 4:45pm